









### **RE-Introducing...*MM Matters***

In September, we introduced *MM Matters*, a newsletter targeted to AASIS users assigned Procurement roles. These newsletters will be posted on the AASIS website and a system message will be issued in AASIS to notify users when a new edition has been published. The goal is to publish on a bi-monthly schedule, but this schedule will be adjusted as need arises.

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### **What is the difference between the \$25 annual fee-online vendor registration process and agency-requested vendor maintenance?**

To receive bid notifications for state contracts from Office of State Procurement, vendors must pay a \$25 annual fee and complete the online vendor registration on the OSP website. This is the most secure method for entry of sensitive information.

Agencies needing to establish a normal vendor for payments should complete the vendor maintenance form on the OSP website. These vendors will not be linked to material groups, will not receive bid notifications, and will not be charged the \$25 annual fee. Only AASIS role-mapped Procurement Specialist, Procurement Technician, or AP Specialist users are authorized to submit vendor maintenance data to OSP for processing.

Additional information on these processes is available on the OSP website at the following link: [http://www.arkansas.gov/dfa/procurement/documents/venmaintpol\\_032204.pdf](http://www.arkansas.gov/dfa/procurement/documents/venmaintpol_032204.pdf).



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## Search Help on Vendors and Materials

In any transaction where vendor or material is an input field, search help is provided to assist in determining the vendor number or material number.

The following information applies to both vendor and material searches:

- From the vendor or material field, select the *Possible entries* button  to start the search help process.
- Select the *Tab selection* button  at the far right of the tabstrip to display a list of additional tabs (search choices).
- Use the wildcard (\*) to separate words or parts of words.
- Multiple searches using different search terms or wildcard placement may be necessary to ensure a thorough search.

### Vendors

For best results when searching for trade vendors (vendors who supply goods and services):

- Select the *Vendors: Purchasing* tab.
- Type VEND in the Search term field.
- OR -
- Select the *Vendors by Material* tab. The material must have been purchased on an AASIS purchase order to establish a link between the material and the vendor before this will work.
- Type 9999 in the Plant field.

This will restrict the 'hit list' to those vendors that have been set up for Purchasing use. In addition, you may also want to restrict the search by Zip code, City, and/or Purchasing Organization.

NOTE: If the desired vendor is not found, try searching without Purchasing Organization. If the desired vendor is then found, it must be extended to your Purchasing Organization to allow use in a purchasing document. The vendor maintenance form is located on the OSP website at the following link: [DFA eForms](#).

## Vendor Search by Class

- Select the *Vendors by Class* tab.
- Type VENDOR in the Class field.
- Type 010 in the Class type field.
- Press <ENTER>.
- Place cursor in the Material group field.
- Select the *Possible entries* button.
- Scroll through the list and check all material groups to be included in the search.
- Click the *Continue* (green check) button to close the Material Group dialog box.
- Click the *Find in initial class* button on the transaction toolbar. A list of vendors who have registered for the selected material groups will be presented.

The list layout can be changed to display additional fields such as vendor name, street address, city, and state.

NOTE: Each vendor displayed will be registered to supply the specified material group. However, only the first entry on the registration (classification) list for each vendor will be shown. For example, selecting PC DESKTOP/TOWER (20453), the first vendor displayed is 100000020 MICROTECH INTERNATIONAL, and the material group shown is BOOKBINDING SUPL (12500).

- To display the entire list of material groups for which a vendor has registered, select the vendor and click the *Assigned Values in Initial Class* (magnifying glass) icon.
- To return to the normal search help from the *Find Objects in Classes* search, select the *Back* (green arrow) button to display the Selection of Input Help dialog box and select *Vendors: Purchasing*.

## Materials

For best results when searching for materials to be purchased:

- Select the *Material by material type* tab.
- Enter GDSV as the material type.
- OR -
- Select the *Plant material by description* tab.
- Enter 9999 as the plant.

Either of these methods will restrict the hit list to those materials that have been set up for Purchasing use.

Multiple attempts with different search terms may be needed before you can be certain the material does not exist in the system.

- Use wildcards (\*) properly.
  - Wildcard *before* the search term will return materials that *end* with the search term.  
\*PAPER returns PLATE, PAPER but not PAPER TOWELS
  - Wildcard *after* the search term will return materials that *begin* with the search term.  
PLATE\* returns PAPER TOWELS but not PLATE, PAPER
  - Wildcard *before and after* the search term will return materials that *include* the search term anywhere in the description.  
\*PAPER\* returns BAG,PAPER,WHITE,#8; PAPER TOWELS; and PLATE, PAPER
  - Separate multiple search terms with wildcards. The search string must be entered exactly as it appears in the description, including spaces and punctuation.  
\*BAG\*PAPER\* returns BAG, PAPER, MISC,EACH and BAG,PAPER,WHITE,#8  
\*BAG,PAPER\* returns BAG,PAPER,WHITE,#8 but not BAG, PAPER, MISC,EACH  
\*BAG PAPER\* returns no hits  
\*PAPER\*BAG\* returns PAPER BAGS, #2 NATURAL BROWN
- Use the singular form of nouns; however, if the noun changes form when it becomes plural, use only the portion of the noun that applies to both the singular and plural.
  - PENCIL instead of PENCILS will return both, but PENCILS would only return PENCILS
  - SUPPL\* instead of SUPPLY or SUPPLIES will return both, but SUPPLY would only return SUPPLY and SUPPLIES would only return SUPPLIES
- If you are unsure of the correct spelling, or if the word is frequently misspelled, enter only the portion of the word that is certain, and use wildcards (\*) as described above.
  - PAST\* returns PASTTE, WALLPAPER, 5LB BAG but PASTE\* would not
  - \*ORRODE\* would find PASTE, NO-KORRODE, FLUX, LEAD-FREE but \*CORRODE\* would not



## Personal Screen Layouts for Procurement Transactions (Another Method)

### Screen Layout Management

Because the Procurement transactions (ME51N, ME52N, ME53N, ME54N, ME21N, ME22N, ME23N, ME29N) contain many fields not used in AASIS, it may be beneficial to users to create a personal screen layout which can be saved as a user-specific default presentation.

## Change Layout


Two methods for changing the layout of Procurement transactions are available: Layout settings and Table settings.

The Layout settings method was described in the September 2005 issue of *MM Matters*.

The Table settings method, presented in this issue, allows the user to manually move/close columns and/or adjust column width to achieve the desired look, then save these settings by selecting the Table settings icon.

### Changing Screen Layouts Using Table Settings - Transaction ME21N

The item overview screen area of ME21N is displayed in table format. Many of the fields included in the standard or 'basic' settings are not used by AASIS or are not manually populated by the user, so it may be desirable to change the layout.

1. To *move* a column:
  - Highlight the column by selecting the title bar.
  - Press and hold the left mouse button while dragging the column to the desired placement within the table.
  - A small icon will appear showing a column is being moved. Keep the cursor pointed to the title bar of the table.
  - Release the left mouse button to drop the column in the desired location within the table. NOTE: If you release the mouse while the cursor is not pointed to the title bar, the column will not be moved.
2. To *resize* a column:
  - Hold the cursor over the right margin of the column to be resized. The cursor pointer will change to a black plus sign with double arrows on the horizontal bar.
  - Press and hold the left mouse button while moving the cursor to the left until the desired width is set.
  - Release the left mouse button and the column will be resized.
3. To *close* a column:
  - Follow the steps for resizing, but bring the right margin all the way over to the left margin.
4. To *save* settings:
  - Select the *Table settings* icon  located in the upper right hand corner of the table.
  - In the Variant field, enter a name for the table display variant just maintained.
  - Leave the Use as standard setting checkbox selected.
  - Select the *Create* button.

- The system automatically assigns the newly created variant as the Current setting and the Standard setting. If this is correct, press <SAVE> to save the settings.

Each time the user accesses transactions which call this table, the view will be the user-specified layout, until the variant is changed, a new one is created and assigned, or the user chooses to return to the Basic settings variant. Available variants may be seen by using the dropdown listing within the settings fields.

If changes are desired for an existing user-defined variant, make the necessary changes, enter the Variant name in the Variant field, and select the *Create* button. Select 'Yes' to overwrite the existing variant and save the new settings. NOTE: The *Save* button on the Table Settings dialog box saves only the settings, not the variant.

More details, including screen shots, may be found on the AASIS website. See "Making Personal Screen Layout Using Table Settings" under demonstrations on the PPAZ courseware page located here: [http://www.arkansas.gov/dfa/aasis/Newsletters/Making\\_Personal\\_Screen\\_Layout\\_Using\\_Table\\_Settings.pdf](http://www.arkansas.gov/dfa/aasis/Newsletters/Making_Personal_Screen_Layout_Using_Table_Settings.pdf)



## Word Scramble - ANSWERS to the September puzzle

### PROCUREMENT DOCUMENT TYPES

	Scramble	Answer
1	RGNOA UETETEMNIEL	OUTLINE AGREEMENT
2	OAUPE DEHCSRRR	PURCHASE ORDER
3	SI SEOHPAREIRIUCTUQN	PURCHASE REQUISITION
4	TSFEOR OPAORSRQULPE	REQUEST FOR PROPOSAL
5	URNEU TTQS QAOFOORTIE	REQUEST FOR QUOTATION

### Upcoming Topics:

- Print/Reprint purchasing documents
- Workflow issues

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We hope you found this information helpful, and we welcome your feedback and suggestions for topics you would like to see covered.

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